



भारत सरकार/ GOVERNMENT OF INDIA  
 वित्त मंत्रालय/ MINISTRY OF FINANCE  
 राजस्व विभाग/ DEPARTMENT OF REVENUE  
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी/  
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS  
 आंचलिक परिसर/ ZONAL CAMPUS  
 ३ एवं ४ तल, एम.टी. प्लाजा /3<sup>rd</sup> & 4<sup>th</sup> FLOOR, MT PLAZA  
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File No.NACIN/II/12/9/2025-ADMN

सेवा में

सभी प्रधान मुख्य आयुक्त/मुख्य आयुक्त सीमा शुल्क  
 सभी प्रधान मुख्य आयुक्त/मुख्य आयुक्त केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क  
 सभी प्रधान महानिदेशक/महानिदेशक  
 सभी प्रधान अपर महानिदेशक/अतिरिक्त महानिदेशक  
 सभी प्रधान आयुक्त/आयुक्त सीमा शुल्क  
 सभी प्रधान आयुक्त/आयुक्त केंद्रीय कर एवं केंद्रीय उत्पाद शुल्क

To

All Principal Chief Commissioners/ Chief Commissioners of Customs  
 All Principal Chief Commissioners / Chief Commissioners of Central Tax & Central Excise  
 All Principal Director Generals / Director Generals  
 All Principal Additional Director Generals/ Additional Director Generals  
 All Principal Commissioners / Commissioners of Customs  
 All Principal Commissioners / Commissioners of Central Tax & Central Excise

महोदय/महोदया,

Sir/Madam,

विषय: केंद्रीय कर, केंद्रीय उत्पाद शुल्क और सीमा शुल्क के कर सहायक के ग्रेड से कार्यकारी सहायकों के ग्रेड में पदोन्नति के लिए 17/09/2025 - 19/09/2025 तक आयोजित की जाने वाली पदोन्नति परीक्षा के संबंध में।

**Sub: Promotion Examination of Tax Assistant of Central Tax, Central Excise and Customs to the grade of Executive Assistant, to be held from 17/09/2025 - 19/09/2025 - Reg.**

1. कर सहायकों के ग्रेड से कार्यकारी सहायकों के ग्रेड में पदोन्नति के लिए विभागीय पदोन्नति परीक्षा 17/09/2025 - 19/09/2025 तक नीचे दी गई समयसीमा के अनुसार आयोजित करने का प्रस्ताव है।  
 The Departmental Promotion Examination for promotion from the grade of Tax Assistants to the grade of Executive Assistants is proposed to be conducted from 17/09/2025 - 19/09/2025 as per the timelines given below.

प्रशिक्षण केंद्रों द्वारा नामांकन और परीक्षा समन्वयक का विवरण भेजने की अंतिम तिथि Last date for sending nominations and exam coordinator's details by the formations	01/08/2025
17/09/2025 को निर्धारित परीक्षाओं के लिए परीक्षा समन्वयक के ई-मेल में प्रश्नपत्र की प्राप्ति Receipt of question paper in examination coordinator's e-mail for the exams scheduled on 17/09/2025	ईमेल द्वारा - 16.09.2025 ए.एन. BY EMAIL - 16.09.2025 A.N.
18/09/2025 को निर्धारित परीक्षाओं के लिए परीक्षा समन्वयक के ई-मेल में प्रश्नपत्र की प्राप्ति Receipt of question paper in examination coordinator's e-mail for the exams scheduled 18/09/2025	ईमेल द्वारा - 17.09.2025 ए.एन. BY EMAIL - 17.09.2025 A.N.
19/09/2025 को निर्धारित परीक्षाओं के लिए परीक्षा समन्वयक के ई-मेल में प्रश्नपत्र की प्राप्ति Receipt of question paper in examination coordinator's e-mail for the exams scheduled on 19/09/2025	ईमेल द्वारा - 18.09.2025 ए.एन. BY EMAIL - 18.09.2025 A.N.
सभी पूर्ण अनुलग्नकों के साथ उत्तर पुस्तिकाएं प्राप्त करने की अंतिम तिथि Last date for receipt of answer booklets with all the completed annexures	30.09.2025

**\*01/08/2025 के बाद प्राप्त नामांकन पर विचार नहीं किया जाएगा।**

**\*NOMINATIONS RECEIVED AFTER 01/08/2025 WOULD NOT BE CONSIDERED.**

2. परीक्षा का कार्यक्रम निम्नानुसार है:

**The Schedule for the examination is as under:**

पेपर Paper	विषय Subject	अवधि Duration	तारीख Date	समय Time	पास निशान Pass Mark
पेपर I Paper I	सीमा शुल्क कानून और प्रक्रियाएँ (पुस्तकों के साथ) CUSTOMS LAW AND PROCEDURES (WITH BOOKS)	3 घंटे 3 hours	17/09/2025 बुधवार WEDNESDAY	10.00 hrs. to 13.00 hrs.	50/100

पेपर II Paper II	<b>GOODS &amp; SERVICES TAX LAW AND PROCEDURES (WITH BOOKS)</b>	3 घंटे 3 hours	<b>17/09/2025</b> बुधवार <b>WEDNESDAY</b>	14.00 hrs. to 17.00hrs.	50/100
पेपर III Paper III	<b>COMPUTER APPLICATION AND USE OF INTERNET (THEORY AND PRACTICAL)</b>	3 घंटे 3 hours	<b>18/09/2025</b> गुरुवार <b>THURSDAY</b>	10.00 hrs. to 13.00 hrs.	50/100
पेपर IV Paper IV	<b>ADMINISTRATION (WITH BOOK EXCEPT FOR CONDUCT RULES)</b>	3 घंटे 3 hours	<b>18/09/2025</b> गुरुवार <b>THURSDAY</b>	14.00 hrs. to 17.00hrs.	50/100
पेपर V Paper V	<b>ECONOMIC AND COMMERCIAL GEOGRAPHY AND GENERAL KNOWLEDGE (WITHOUT BOOKS)</b>	3 घंटे 3 hours	<b>19/09/2025</b> शुक्रवार <b>FRIDAY</b>	10.00 hrs. to 13.00 hrs.	50/100
पेपर VI Paper VI	<b>HINDI</b>	3 घंटे 3 hours	<b>19/09/2025</b> शुक्रवार <b>FRIDAY</b>	14.00 hrs. to 17.00hrs.	50/100

- ऊपर उल्लिखित पत्रों के संबंध में विस्तृत पाठ्यक्रम के लिए, कृपया विभागीय परीक्षा (केंद्रीय कर, केंद्रीय उत्पाद शुल्क, सीमा शुल्क और नारकोटिक्स) नियम, 2024, दिनांक 18.12.2024 (पृष्ठ 79 से 81) देखें {प्रति संलग्न}
- For detailed syllabus in r/o papers mentioned above, please refer to the Departmental Examination (Central Tax, Central Excise, Customs, and Narcotics) Rules, 2024, dated 18.12.2024 (pages 79 to 81) {Copy enclosed}

3. निर्धारित तिथियों पर उक्त विभागीय पदोन्नति परीक्षा आयोजित करने की व्यवस्था करने के लिए संबंधित को आवश्यक निर्देश दिए जाएं। संबंधित कैडर नियंत्रण प्राधिकरण (सीसीए) नीचे दिए गए दिशा-निर्देशों के अनुसार पेपर-III कंप्यूटर एप्लीकेशन और इंटरनेट का उपयोग आयोजित करेगा:  
Necessary instructions may be given to the concerned to make arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. The Cadre Controlling Authority (CCA) concerned, shall conduct the Paper - III Computer Applications and Use of Internet as per the guidelines below:

- कंप्यूटर एप्लीकेशन में सैद्धांतिक परीक्षा 18/09/25 को सुबह 10.00 बजे से 11.30 बजे तक आयोजित की जाएगी। व्यावहारिक परीक्षा एक घंटे और 30 मिनट की अवधि के लिए होगी, यानी सैद्धांतिक परीक्षा के तुरंत बाद उसी तिथि यानी 18/09/25 को सुबह 11.30 बजे से 13.00 बजे तक।  
The theory examination in Computer Application will be conducted from 10.00 hrs. to 11.30 hrs. on 18/09/25. The practical examination is for one hour and 30 minutes duration i.e., from 11.30 hrs. to 13.00 hrs. on the same date i.e., 18/09/25 immediately after the completion of theory examination.

- ii. अधिकतम 100 अंकों में से, प्रायोगिक परीक्षा के 50 अंक होंगे। अभ्यर्थियों को सैद्धांतिक और प्रायोगिक परीक्षा में अलग-अलग न्यूनतम 25 अंक प्राप्त करने होंगे।

Out of the maximum marks of 100, the practical examination carries 50 marks. Candidates are required to score a minimum of 25 marks in theory and practical separately.

- iii. इस कार्यालय से जारी प्रश्नपत्र के आधार पर संबंधित आयुक्तालयों/निदेशालयों में "नोडल अधिकारी (प्राधिकृत अधिकारी)" अर्थात् अतिरिक्त आयुक्त/ संयुक्त आयुक्त/उप आयुक्त/सहायक आयुक्त की देखरेख में प्रायोगिक परीक्षा आयोजित की जा सकती है। आयुक्तालय के कंप्यूटर सेल या एनआईसी से लिए गए अधिकारियों या सिस्टम निदेशालय से लिए गए अधिकारियों की सहायता ली जा सकती है, जहाँ भी यह उपलब्ध हो। प्रायोगिक परीक्षा के सुचारु संचालन के लिए पर्याप्त कंप्यूटर, प्रिंटर आदि उपलब्ध कराने के लिए आयुक्तालय स्तर पर आवश्यक कदम उठाए जा सकते हैं।

The Practical examination may be conducted at the respective Commissionerates / Directorates on the basis of the question paper issued from this office under the supervision of the "Nodal Officer (authorized officer)" i.e., Additional Commissioner/ Joint Commissioner/ Dy. Commissioner/ Assistant Commissioner. Assistance of the Computer Cell of the Commissionerate or the officers drawn from NIC or the officers drawn from the Directorate of Systems may be taken, wherever the same is available. Necessary steps may be taken at the Commissionerate level to provide enough computers, printers etc. for smooth conduct of the practical test.

- iv. कंप्यूटर परीक्षा पूरी होने के बाद, प्रैक्टिकल परीक्षा के पेपर का मूल्यांकन संबंधित कमिशनरी द्वारा नियुक्त अधिकारी/अधिकारियों द्वारा कमिशनरी में ही किया जाना है और दिए गए अंकों की सूचना अगले कार्य दिवस पर मेल आईडी:

examnacin.cochin@gov.in पर ईमेल द्वारा इस कार्यालय को दी जाएगी। कंप्यूटर थ्योरी पेपर से संबंधित उत्तर पुस्तिकाएं और प्रैक्टिकल परीक्षा की मूल्यांकित उत्तर पुस्तिकाएं अन्य पांच विषयों की परीक्षा उत्तर पुस्तिकाओं के साथ NACIN, कोचीन को भेजी जाएगी।

After the completion of the Computer examination, the evaluation of the Practical Examination paper has to be carried out at the Commissionerate itself by the officer/s designated for the same by the respective Commissionerate and the marks awarded shall be intimated to this office by e mail in Mail ID : **examnacin.cochin@gov.in** on the very next working day. The answer sheets pertaining to the Computer Theory Paper and evaluated answer sheets of the practical examination shall be sent to NACIN, Cochin along with the examination answer sheets of other five subjects.

4. प्रत्येक आयुक्तालय एक परीक्षा समन्वयक नियुक्त करेगा, जो सहायक आयुक्त के पद से नीचे का नहीं होगा और एक निरीक्षक, जो राजपत्रित अधिकारी होगा। कृपया निर्धारित तिथियों पर उक्त

विभागीय पदोन्नति परीक्षा आयोजित करने के लिए आवश्यक व्यवस्था करने हेतु परीक्षा समन्वयक को आवश्यक निर्देश दिए जाएं। प्रत्येक आयुक्तालय में नामित परीक्षा समन्वयक यह सुनिश्चित करेगा कि परीक्षा निष्पक्ष और पारदर्शी तरीके से आयोजित की जाए। परीक्षा के संचालन के बारे में विस्तृत निर्देश अनुलग्नक-I में दिए गए हैं। "परीक्षा के लिए निर्देश" संलग्न हैं, जो इस अधिसूचना का एक अभिन्न अंग है।

Each Commissionerate shall appoint an **Examination Coordinator**, who shall be **not below the rank of an Assistant Commissioner** and an **Invigilator**, who shall be a **gazetted officer**. Necessary instructions may kindly be given to the Examination Coordinator to make necessary arrangements to conduct the said Departmental Promotion Examination on the scheduled dates. Examination Coordinator nominated in each Commissionerate shall ensure that the examination is conducted in a fair and transparent manner. **Detailed instructions** on the conduct of examination are given at **Annexure-I**. "Instructions for Examination" are enclosed, which is an integral part of this notification.

5. प्रत्येक आयुक्तालय अनुलग्नक-II में निर्धारित प्रारूप में एक्सेल और पीडीएफ में नामांकन और प्रश्नपत्रों के लिए अनुरोध ईमेल आईडी: [examnacin.cochin@gov.in](mailto:examnacin.cochin@gov.in) पर भेजेगा। यह अनुरोध 01/08/2025 तक NACIN, कोचीन तक अवश्य पहुँच जाना चाहिए। निर्धारित तिथि के बाद उल्लिखित मेल आईडी पर प्राप्त न होने वाले नामांकनों पर विचार नहीं किया जाएगा।

Each Commissionerate shall send the nominations and request for question papers in the proforma prescribed at **Annexure-II** in Excel as well as PDF to email ID: **examnacin.cochin@gov.in**. This request must reach NACIN, Cochin latest by 01/08/2025 . Nominations not received in the mail ID mentioned / received after the due date would not be entertained.

6. प्रतिनियुक्ति/ऋण आधार पर काम करने वाले उम्मीदवार जो परीक्षा में बैठने के लिए पात्र और इच्छुक हैं, उन्हें उनके मूल आयुक्तालय से नामांकित किया जाएगा। कैडर नियंत्रण प्रधान आयुक्त/आयुक्त से अनुरोध है कि वे नामांकन भेजते समय ऐसे पात्र अधिकारियों को शामिल करें, जो अन्य निदेशालयों/संगठनों में प्रतिनियुक्ति पर हैं, यदि कोई हो। ऐसे नामांकन कैडर नियंत्रण प्राधिकरण से "अनापत्ति प्रमाण पत्र" के साथ भेजे जा सकते हैं, यदि उम्मीदवार ने अपनी पोस्टिंग के स्थान पर स्थित आयुक्तालय में परीक्षा देने का प्रतिनिधित्व किया है।

**Candidates working on Deputation / Loan basis** who are eligible and willing to appear for the examination, **shall be nominated from their Parent Commissionerate**. The Cadre Controlling Principal Commissioner / Commissioner are requested to include such eligible officers, who are on deputation with other Directorates / Organizations, if any, while forwarding the nominations. **Such nominations may be sent along with "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in the Commissionerate located at his/her place of posting.**

7. परीक्षा के प्रश्नपत्र पासवर्ड से सुरक्षित पीडीएफ प्रारूप में परीक्षा समन्वयक को परीक्षा के एक दिन पहले ई-मेल के माध्यम से भेजे जाएंगे। पीडीएफ खोलने का पासवर्ड संबंधित परीक्षा शुरू होने से 30 मिनट पहले अधिकृत अधिकारी के मेल आईडी और फोन पर सूचित किया जाएगा।

The question papers for the examination would be sent in **password protected PDF format** to the Examination Coordinator through e-mail, **on the previous day** of the respective examination. **Password** for opening the PDF will be communicated to the

authorized officer's mail ID and over phone, **30 minutes before** the commencement of the respective examination.

8. उपस्थिति पत्रक उत्तर पुस्तिकाओं के साथ संलग्न करके NACIN कोचीन को भेजा जाना चाहिए।  
Attendance sheet should be attached along with answer papers and sent to NACIN Cochin.

9. उम्मीदवारों की पात्रता डीईआर, 2024 के परिशिष्ट ए के कैडर-वार परीक्षा विवरण में उल्लिखित पात्र अधिकारियों के अनुरूप तय की जाएगी। इस संबंध में, डीईआर, 2024 के तहत पाठ्यक्रम और परीक्षा प्रक्रिया के संबंध में दिनांक 13.02.2025 के एफ.सं. A.34011/05/2017-Ad.IIIA में स्पष्टीकरण पत्र की ओर भी कृपया ध्यान आकर्षित किया जाता है (प्रतिलिपि संलग्न)। डीजी एनएसीआईएन के निर्देशों के अनुसार, इस कार्यालय द्वारा केवल परीक्षा आयोजित करने की प्रक्रिया से संबंधित प्रश्नों को स्पष्ट किया जाएगा। आरक्षण नीति, उत्तीर्ण अंक, परीक्षा में बैठने की पात्रता और परिणामों की घोषणा आदि से संबंधित प्रश्नों को एनएसीआईएन को संदर्भित नहीं किया जा सकता है, क्योंकि ये निर्णय संबंधित कैडर नियंत्रण प्राधिकरण/क्षेत्राधिकार आयुक्तालय के पास हैं। इस संबंध में किसी भी संदर्भ पर विचार नहीं किया जाएगा।

**Eligibility of the candidates shall be decided in line with the eligible Officers mentioned in the Cadre-wise Examination Details of Appendix A of the DER, 2024. In this regard, kind attention is also invited to the Clarification letter in F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025 regarding the syllabus and Examination process under DER, 2024 (copy enclosed). As per DG NACIN's instructions, only queries relating to the process of conducting the examination will be clarified by this office. The queries regarding reservation policy, pass marks, eligibility to sit in the examination and declaration of results etc. may not be referred to NACIN, as these decisions rest with the respective Cadre Controlling Authority/Jurisdictional Commissionerates. Any reference in this regard shall not be entertained.**

10. NACIN उम्मीदवारों द्वारा प्राप्त अंकों की जानकारी केवल CCA को देगा। भर्ती नियमों और मंत्रालय/बोर्ड द्वारा समय-समय पर लागू निर्देशों, यदि कोई हो, के अनुरूप परिणाम, अनुसूचित जाति, अनुसूचित जनजाति और अन्य पिछड़ा वर्ग के उम्मीदवारों को लागू होने वाली छूट प्रदान करते हुए, CCA या CCA द्वारा विधिवत अधिकृत किसी अन्य कार्यालय द्वारा रिकॉर्ड के लिए इस कार्यालय को सूचित करते हुए घोषित किया जाएगा।

**NACIN would convey the marks obtained by the candidates only to the CCAs.** Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry / Board from time to time, granting relaxations to the SC, ST and OBC candidates as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA under intimation to this office for record.

11. कृपया इस अधिसूचना के पहला पैराग्राफ पर दिए गए टाइमलाइन चार्ट पर कड़ी नज़र रखें। आपके अधीन विभिन्न परीक्षा केंद्रों के संबंध में किसी भी मुद्दे के मामले में, उसे श्री साबू फिलिप, सहायक निदेशक (परीक्षा) के संपर्क नंबर: 94472 10203 या श्रीमती माया चिन्ना कुरुविल्ला, प्रशासनिक अधिकारी (परीक्षा), नैकिन, कोचीन, संपर्क नंबर 9894352526, ईमेल आईडी: examnac.in.cochin@gov.in के तत्काल ध्यान में लाया जाए ताकि आवश्यक कार्रवाई तुरंत की जा सके।

A close watch may please be kept on the **TIMELINE CHART given in the first para of this notification.** In case of any issues in respect of various examination centres

under your charge, the same may be brought to the immediate notice of **SHRI. SABU PHILIP, ASSISTANT DIRECTOR (EXAMINATIONS)** at Contact No.: 94472 10203 or **SMT. MAYA CHINNA KURUVILLA, ADMINISTRATIVE OFFICER (EXAMINATIONS), NACIN, COCHIN, Contact No. 9894352526, email ID : [examnacin.cochin@gov.in](mailto:examnacin.cochin@gov.in)** so that action needed can be taken immediately.

12. एनएसीआईएन जेडटीआई, कोचीन, एनएसीआईएन पलासमुद्रम के निर्देश पर संपूर्ण परीक्षा या किसी अभ्यर्थी या किसी केंद्र या केंद्रों के समूह की परीक्षा को रद्द करने का अधिकार सुरक्षित रखता है, यदि यह पाया जाता है कि अनुचित साधनों का प्रयोग किया गया था या प्रयोग करने की अनुमति दी गई थी।

NACIN ZTI, Cochin, on directions of NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a Candidate or that of a Centre or of a cluster of centers, if it is found that unfair means were used or allowed to be used.

13. यह अधिसूचना नेसिन और सी बी आई सी के आधिकारिक वेबसाइट पर भी पोस्ट किया जा रहा है।  
This notification is being posted on NACIN and CBIC official website.

**भवदीय/Yours faithfully**

Digitally signed by

RAJESWARI R NAIR

राजेश्वरी आर नायर/Rajeswari R. Nair  
अपर निदेशक/Additional Director

संलग्न:

1. राजपत्र अधिसूचना- डीईआर, 2024 दिनांक 18.12.2024
2. बोर्ड का स्पष्टीकरण पत्र एफ.सं. ए.34011/05/2017-एड.IIIA दिनांक 13.02.2025
3. अनुलग्नक-I - परीक्षा के लिए निर्देश
4. अनुलग्नक-II - नामांकन के लिए प्रोफार्मा
5. अनुलग्नक-III - उत्तर पुस्तिका के पहले तीन पृष्ठों का प्रोफार्मा जिसमें नमूना भी शामिल है
6. अनुलग्नक-IV - उत्तर पुस्तिकाओं को सील करते समय कार्यवाही के लिए प्रोफार्मा
7. अनुलग्नक V - उपस्थिति पत्रक
8. संलग्न किए जाने वाले दस्तावेजों की चेकलिस्ट

Enclosed:

1. Gazette Notification- DER, 2024 dated 18.12.2024
2. Board's Clarification letter F.No. A.34011/05/2017-Ad.IIIA dated 13.02.2025
3. Annexure - I - Instructions for Examinations
4. Annexure - II - Proforma for Nominations
5. Annexure - III - Proforma for the first three pages of the Answer booklet with sample
6. Annexure -IV - Proforma for the proceedings while sealing the answer booklets
7. Annexure V - Attendance Sheet
8. Checklist of documents to be enclosed

**Note: In case of any discrepancy between the Hindi and English versions, the English version shall prevail**

**ANNEXURE-I**  
**INSTRUCTIONS FOR EXAMINATION**

**1. INSTRUCTIONS FOR THE COMMISSIONERATES CONDUCTING EXAMINATION**

1.1 The Pr. Commissioner / Commissioner shall nominate an **EXAMINATION COORDINATOR not below the grade of Assistant Commissioner**, who will be authorized to function as the overall in-charge for conduct of said examination and he / she shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof.

1.2 The eligibility of the candidates shall be ascertained by the Cadre Controlling Authority (CCA) and any clarification other than conducting the examination shall not be entertained by this office. Any correspondence on the process / conduct of examination may be made with **SHRI. SABU PHILIP, ASSISTANT DIRECTOR (EXAMINATIONS) at Contact No.: 94472 10203 or SMT. MAYA CHINNA KURUVILLA, ADMINISTRATIVE OFFICER (EXAMINATIONS), NACIN, COCHIN, Contact No. 9894352526, email ID: *examnacin.cochin@gov.in***

1.3 The **Timeline Chart given in the first para of the Notification** shall be referred and strictly adhered to ensure smooth conduct of examination.

**2. INSTRUCTIONS FOR THE EXAMINATION COORDINATOR**

2.1 **The candidates shall be assigned Roll No. at the formation level.** The same shall be mentioned in Annexure-II while furnishing the details about the nominated candidates. The roll number should be created serially in the following format:

XXX/YYY/Sep2025

XXX	YYY	Sep2025
First three letters of the Commissionerate conducting the examination	Serialwise roll number from 1	The month/ year of conduct of examination – Shall remain the same
Eg. (For Cochin Commissionerate): COC/01/Sep2025		

2.2 The answer booklets shall be serially numbered and shall contain **not less than ten (10) sheets (ruled / unruled)** in the full scape legal size paper in **Portrait mode only (not in landscape mode)**. **The proforma for the first three pages of the Answer Booklet are given in Annexure III.**

2.3 The soft copy of the Annexure III format is attached as pdf document along with this notification. **The Annexure III format sent along shall be printed out as it is and be**



**attached with the answer booklet. No other format of Annexure III shall be used.** Each page of the answer booklet should contain space to mention Roll No. assigned by Commissionerates/ Directorates and Page No.

2.4 The question paper would be sent to the Examination Coordinator's gov mail ID on the said dates as mentioned in the **TIMELINE CHART**. The Examination Coordinator shall acknowledge the receipt of question papers to NACIN, Cochin in the mail ID **examnacin.cochin@gov.in**

2.5 The question paper received shall be downloaded and handed over to the invigilator 30 minutes prior to commencement of the Examination, to enable him/her to take sufficient copies of the Question paper.

2.6 The examination work requires an Invigilator to ensure the correctness of the Roll Numbers written by the candidates, to make the seating arrangements for the candidates, supply of standard stationery like answer sheets and the question papers as many as required. *The Head of the office / Examination Coordinator is required to nominate an Invigilator to conduct the exam smoothly and if needed the required number of photocopies of question papers shall be done secretly under his/her personal supervision.*

2.7 On receipt of the answer booklets of each paper (One to Six depending on the nominations sent) from the Invigilator, the same are to be sealed properly along with the required Annexures and kept in a locked cupboard till the completion of all the papers. After completion of all the papers, the sealed envelopes are to be placed in a single bigger cloth envelope and sealed properly. The sealed bigger envelope containing the six smaller sealed envelopes of the answer papers, may be addressed to Assistant Director (Examinations) and sent to NACIN, Cochin immediately, by Speed Post. **The answer bundles may be addressed to:**

The Exam Cell,  
O/o the ADG, NACIN Cochin,  
3<sup>rd</sup> Floor, MT Plaza,  
Kaloorkadavanthra Road,  
Cochin - 682 017

(Mob: 9447210203)

2.8 While sealing the answer booklet covers, detailed proceedings during sealing of answer booklets shall be drawn at the examination centre and shall be jointly signed by the Examination Coordinator and the Invigilator. The instructions for the sealing of Answer Booklets and the Proforma for the proceedings while sealing the answer booklets is enclosed as Annexure-IV with this notification

### **3. INSTRUCTIONS FOR THE INVIGILATOR / EXAMINATION COORDINATOR**

3.1 The Invigilator / Examination Coordinator should check the details written by the candidate on the First page of the Annexure III and fill the Third Page of the Annexure III. The invigilator has to ensure that the candidates write the Roll Nos assigned by

Commissionerates/Directorates in the first page of the Annexure III and on all the pages of the answer booklet. On verification of all the details, the invigilator and the Examination Coordinator should sign in first page and third page of Annexure III. The Invigilator / Examination Coordinator need not affix name / Commissionerate stamp in any of the written pages of the answer booklet and is required to only sign in each page of the answer booklet.

3.2 The Invigilator shall maintain confidentiality, impartiality and discipline in conducting the examination and ensure that no unfair means or cheating happens in and around the examination centre which can give some extra advantage to somebody and thus be prejudicial to others. The whole exercise shall be designed and conducted to do justice to the deserving only.

3.3 The Invigilator shall instruct the candidates not to write his / her name or use any sign / symbol etc. in the answer sheets which may hint the identification of the candidates in any way. They shall also be instructed that any indulgence of unfair means like copying from unauthorized sources or discussing answers with persons inside or outside the examination hall or any behaviour of the candidates that may be considered to be cheating by the Invigilator / NACIN, shall render their examination as null and void.

3.4 Using/carrying of mobile phone or any such electronic gadgets in or around the examination hall by the candidates should be strictly prohibited during the conduct of examination.

3.5 The Invigilator shall not allow the candidates under any circumstances to go out of the hall in the first thirty minutes even on completion/ submission of the paper and only one person at a time may be allowed to go out under reasonable plea after the first 30 minutes during the examination period.

3.6 On completion of each day's examination, the invigilator should ensure that the answer booklets shall contain Page No. and Roll No., and that Annexure III is duly filled. The answer booklets are then arranged serially according to the Roll No(s) and handed over to the Examination Coordinator.

3.7 The answer booklets are then sealed and kept safely in a locked cupboard by the Examination Coordinator till the completion of all the papers for further despatch to NACIN, Cochin.

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ANNEXURE -II  
PROFORMA FOR NOMINATION OF CANDIDATES, DETAILS OF EXAM  
COORDINATOR AND REQUEST FOR SUPPLY OF QUESTION PAPER

1	Name & mail ID of the Cadre Controlling Zone	Name	
		e-mail	
2	Official mail ID of the Commissionerate/ Directorate conducting the examination (Any correspondence related to departmental Examination shall be sent only from the Mail ID mentioned)	Name	
		e-mail	
3	Name and address of the Centre of Examination		
5	Office Phone No.		
6	<u>Name, Govt. mail ID &amp; Mobile number of the Examination Coordinator who would be responsible for the conduct of exam and to whose mail ID, the question papers in PDF format are to be sent</u>	<b>Name</b>	
		<b>Gov Mail ID</b>	
		<b>Whatsapp number</b>	

7. Details of the candidates taking examination at the centre - paper wise and subject wise ( **in excel format and printed/signed form**)

Name	Designation	DoB (dd/mm/yy)	Roll Number	Papers Applied for (Y/N)					
				Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI
Total number of candidates writing each paper									

**Signature of the Examination Coordinator**  
**Name:**  
**Designation:**

**ANNEXURE-III**  
**PROFORMA FOR THE FIRST PAGE OF ANSWER BOOKLET**

**FIRST PAGE OF THE ANSWER BOOKLET**  
**(TO BE FILLED IN BY THE CANDIDATE)**

<b>Name of the Examination</b>	
<b>Name of the Commissionerate</b>	
<b>Name of the Cadre Controlling Zone</b>	
<b>Name of the Exam Centre along with office seal</b>	
<b>Roll No. allotted by Commissionerates/Directorates</b>	
<b>Date &amp; time of Examination</b>	
<b>Name of the Paper / Subject</b>	
<b>No. of pages written</b>	
<b>a) No. of Blank pages b) Page numbers of blank pages</b>	
<b>No. of additional sheets used</b>	
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	

**SAMPLE FOR ANNEXURE III**

**ANNEXURE-III**

**PROFORMA FOR THE FIRST PAGE OF ANSWER BOOKLET**

**FIRST PAGE OF THE ANSWER BOOKLET**

**(TO BE FILLED IN BY THE CANDIDATE)**

<b>Name of the Examination</b>	<b>Promotion Examination of Tax Assistant of Central Tax, Central Excise and Customs to the grade of Executive Assistant - September 2025</b>
<b>Name of the Commissionerate</b>	Cochin Commissionerate
<b>Name of the Cadre Controlling Zone</b>	CCA, Thiruvananthapuram Zone
<b>Name of the Exam Centre along with office seal</b>	Hqrs, CR Building, IS Press Road, Cochin
<b>Roll No. allotted by Commissionerates/Directorates</b>	COC/01/Sep2025
<b>Date &amp; time of Examination</b>	17/09/2025 & 10:00 - 13:00 hrs
<b>Name of the Paper / Subject</b>	Paper I - Customs Law & Procedures (with books)
<b>No. of pages written</b>	10 (1-10)
<b>a) No. of Blank pages</b>	07
<b>b) Page numbers of blank pages</b>	11-17
<b>No. of additional sheets used</b>	0
<b>Signature of the Candidate</b>	
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.	
<b>Signature of the Invigilator with name and designation</b>	
<b>Signature of the Examination Coordinator with name and designation</b>	

## **SECOND PAGE OF THE ANSWER BOOKLET**

### **READ THE INSTRUCTIONS CAREFULLY**

1. Candidates should fill in all the details on the first page of the Annexure III. Name of the candidate **should not be written** in any page of the answer booklet.
2. Candidate should write only the Roll No. assigned by Commissionerates/Directorates mandatorily on the first page of the answer booklet and on all pages of the answer booklet.
3. The Invigilator and the Examination Coordinator **should check the details filled in by the candidates in the first page of the Answer Booklet and sign along with Name and Designation** in the space provided on the first and third page of the Answer booklet. **Third page of the Answer Booklet should be filled in by the Invigilator** after verifying the details filled in by the candidates in the first page of the Answer Booklet.
4. The Invigilator **should only sign along with date** in all the pages of the answer booklet and in the additional sheets used by the candidates and **not to affix** the name and designation stamp in any of the written pages.
5. Commissionerate's seal **should be affixed** only on the first page of the answer booklet in the space provided.
6. Candidates **should write the Question Nos.** correctly. Marks would not be awarded if the question number is wrongly mentioned.
7. Candidates should write Page No. on all the pages and mention the total No. of pages written and total No. of blank pages along with the page numbers in the space provided on the first page of the answer booklet.
8. Candidates **should not indulge in unfair means** during the examination.
9. Use of Mobile phones or any electronic medium during the examination is **strictly prohibited**.
10. Writing of answers to the questions using AI tools is strictly prohibited and would lead to disqualification of the answer sheet.

**THIRD PAGE OF THE ANSWER BOOKLET**  
**(TO BE FILLED IN BY THE INVIGILATOR)**

Name of the Examination											
Roll No. allotted by Commissionerates/Directorates											
Date & Time of Examination											
Name of the Paper / Subject											
No. of pages written											
a) No. of Blank pages b) Page numbers of blank pages											
No. of Additional sheets used											
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
Signature of the Invigilator with name & designation											
Signature of the Examination Coordinator with name and designation											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED <u>(Please assign marks in the correct cell)</u></b>											
PART NO.	QUESTION NO										TOTAL
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
I											
II											
III											
IV											
V											
VI											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											

**SAMPLE THIRD PAGE**

**THIRD PAGE OF THE ANSWER BOOKLET**  
**(TO BE FILLED IN BY THE INVIGILATOR)**

<b>Name of the Examination</b>	<b>Promotion Examination of Tax Assistant of Central Tax, Central Excise and Customs to the grade of Executive Assistant - September 2025</b>										
<b>Roll No. allotted by Commissionerates/Directorates</b>	COC/01/Sep2025										
<b>Date &amp; Time of Examination</b>	17/09/2025 & 10:00 - 13:00 hrs										
<b>Name of the Paper / Subject</b>	Paper I - Customs Law & Procedures (with books)										
<b>No. of pages written</b>	10 (1-10)										
<b>a) No. of Blank pages</b>	07										
<b>b) Page numbers of blank pages</b>	11-17										
<b>No. of Additional sheets used</b>	0										
<b>Declaration by the Invigilator &amp; the Examination Coordinator:</b> We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.											
<b>Signature of the Invigilator with name &amp; designation</b>											
<b>Signature of the Examination Coordinator with name and designation</b>											
<b>(FOR OFFICE USE ONLY)</b>											
<b>MARKS AWARDED (Please assign marks in the correct cell)</b>											
<b>PART NO.</b>	<b>QUESTION NO</b>										
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>TOTAL</b>
<b>I</b>											
<b>II</b>											
<b>III</b>											
<b>IV</b>											
<b>V</b>											
<b>VI</b>											
<b>GRAND TOTAL</b>											
<b>SIGNATURE OF THE EVALUATOR WITH NAME STAMP</b>											



**ANNEXURE -IV**  
**PROFORMA FOR THE PROCEEDINGS WHILE SEALING ANSWER**  
**BOOKLETS**

**Details of the Examination:**

1	Name of the Examination	
2	Name of the Commissionerate	
3	Name of the Cadre Controlling Zone	
4	Name of the Exam Centre	
5	Name of the Paper/Subject	
6	Date & Time of Exam	
7	Number of candidates	Present
		Absent
8	Number of answer booklets collected and sealed	
9	Date and Time of sealing	

**Details of Answer Booklets sealed:**

S.No	Name of the Candidate	Roll No assigned by Commissionerates/Directorates	No of written Pages (Along with the range of written pages)	No of Blank Pages (Along with the range of blank pages)	No of additional sheets used

**Declaration:**

We hereby declare that we have thoroughly verified all the above details and confirm that all the details are correct and complete.

<b>Signature of the Invigilator</b>	<b>Signature of the Examination Coordinator</b>
<b>(along with the name &amp; designation)</b>	<b>(along with the name &amp; designation)</b>

**ANNEXURE -V**

**PROFORMA FOR ATTENDANCE SHEET BE ENCLOSED WHILE  
SEALING ANSWER BOOKLETS**

<b>Name of the paper</b>				
<b>Date and time of Examination</b>				
Sl.NO	Name of the Candidate	Roll No. assigned by Commissionerates/Directorates	Present/ Absent	Signature

<b>Signature of the Invigilator</b>	<b>Signature of the Examination Coordinator</b>
<b>(along with the name &amp; designation)</b>	<b>(along with the name &amp; designation)</b>

## **INSTRUCTIONS FOR SEALING OF ANSWER BOOKLETS**

- At the end of the exam, the Invigilator verifies that all the details are correctly filled in by the candidates in the first page of the Annexure III and fills the third page of the Annexure III.
- Invigilator and Examination Coordinator sign in the space provided in the first and third page of the Annexure III.
- The invigilator collects all the answer booklets from the candidates and counts the number of answer booklets against the attendance register.
- The collected answer booklets are then serially arranged and handed over to the Examination Coordinator.
- The answer booklets are then placed in pre-labelled and numbered envelopes and the envelopes are sealed in the presence of the Examination Coordinator and the invigilator.
- The sealing process is documented, with signatures from the Examination Coordinator and the Invigilator to confirm the count and integrity of the sealing process.
- The signed proceedings report should be kept in the envelope along with the Answer Booklets and the Attendance Sheet.
- The sealed envelopes containing the Answer booklets (Annexure III), Proceedings report (Annexure IV) and the Attendance Sheet (Annexure V) are then kept safely in a locked cupboard till the completion of all the papers.
- After completing all the papers, the sealed envelopes should be kept in a big envelope along with the covering letter and sealed in the presence of the Examination Coordinator and the invigilator.

## CHECKLIST

**The Commissionerates/Directorates have to forward the following to NACIN Cochin ON OR BEFORE 01/08/2025**

SI	Annexure	Particulars
1	Annexure II	Nomination of candidates (In excel and pdf format), and Exam Coordinator's details and Request for supply of question paper to be sent to e-mail ID examnacin.cochin@gov.in

**The Commissionerates/Directorates have to forward the following to NACIN Cochin AFTER the examinations (ON OR BEFORE 30/09/2025)**

SI	Annexure	Particulars
1	Answer booklet, the first three pages of which will be the Pages 1-3 of the Annexure III	<p>The answer paper booklet includes 20 pages, which should contain:</p> <p>Pages I-III: (Annexure III) Containing instructions to candidates and filling up of particulars of candidates</p> <p>Pages 4-20: Space for writing answers (additional answer sheets can also be used)</p>
2	Annexure IV	Proceedings report (which is to be filled after completion of each paper)
3	Annexure V	Attendance sheet